

# BINGHAMTON UFEST

## COMMERCIAL VENDOR APPLICATION

### MAIL IT TO

Campus Activities, UUW205  
4400 Vestal Pkwy  
Binghamton, NY 13902

### EMAIL IT TO:

[jkeegin@binghamton.edu](mailto:jkeegin@binghamton.edu)

### FAX IT:

607-777-3303

### SUBMISSION DEADLINES

Early Bird Registration  
June 1st-August 4th

Regular Registration  
August 5th – August 18th

Please complete and have the authorized agent of your company or organization sign below.

Organization Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Website \_\_\_\_\_

How many spaces are you interested in? \_\_\_\_\_ 10x10 spaces

Describe what your organization does and its mission statement:

Describe exactly what you will have in your booth space(s):

I have read and agree to all conditions on the Procedures and UFest Rules Page.

So agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

### VENDORS - ALL OF THESE ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- > **Completed Application**
- > **Booth Fee:** Only cash, check or money orders can be accepted at this time and should be made out to Binghamton University.
  - o **Pre-Approved Student Vendor fee:** \$50 (Contact Jennifer Keegin [jkeegin@binghamton.edu](mailto:jkeegin@binghamton.edu) for approval)
  - o **Early Bird Registration:** June 1st - August 4th - \$200 per 10x10 space
  - o **Regular Registration:** August 5th – August 18th – \$225 per 10x10 space

## PROCEDURE AND UFEST RULES

### TIMELINE

**Early Bird Registration:** June 1st-August 4th

**Regular Registration:** August 5th – August 18th

**Information Packets:** Available August 21st

**Day of Event Set-up:** 9 a.m. -11:30 a.m. August 26th

### FEES

Please mail in the application form with payment.

Vendors who turn in registration forms via email or fax will be required to send in FULL PAYMENT by August 20th or a \$25 fee will be assessed in addition to the regular vendor fee the day of the event.

### APPROVAL PROCESS

If for any reason your booth is not approved as an authorized vendor after we receive your application materials, your payment will be returned.

All vendors must fully disclose the terms and conditions of the product(s) or service(s) which they are representing.

Binghamton University reserves the right to refuse any vendor space.

### CANCELLATIONS

If for any reason you are no longer able to attend the event, you need to contact Campus Activities as soon as possible. Once your application has been approved, there will be no refunds for any reason (this includes weather conditions, illnesses, etc.)

### BOOTH SPACES

- Due to the size and nature of this event, we are not able to provide tables and chairs to vendors this year. All vendors are responsible for providing their own setup.
- Vendors are allowed to bring their own pop-up tents, but you must stay inside your booth space.

No tent permitted over 10x10 unless additional spaces are requested/paid for.

- This event happens rain or shine, so be prepared for any kind of weather.
- All vendor vehicles must have arrived and be parked in the lot provided by 10:30am to allow for foot traffic. *All vendors are provided with parking passes.* Vehicles are not allowed to be driven or parked on the grass. Vendors are allowed to unload near the Vendor Area and then must park in designated parking.
- Tents MUST be securely weighted down, or you will be asked to remove them. Staking of tents is strictly prohibited.

### RULES

- All payments must be made before setup can begin on the day of the event.
- You cannot display posters and/or hand out other marketing materials outside of your booth space.
- Booth space location is final. If your organization moves your table without permission – you may be asked to leave and will not be considered for participation in UFest in the future.
- The only type of food items that are allowed for giveaways are pre-packaged goods.
- Please note the sale or promotion of some products is prohibited. Prohibited products include, but are not limited to; travel services, insurance products, credit cards, utilities, mortgages or other loans, and/or subscriptions to any product or service. In addition, the sale of items already provided by an existing campus vendor, such as books, food, etc., will require special approval. Binghamton University does not endorse or approve the misrepresentation of trademarks, copyrights, or advertising by vendors. Any materials distributed should adhere to common sense guidelines of decency and appropriateness for our diverse population.
- Any violations of rules may put your participation in jeopardy. We ask that you please cooperate with our policies.

### FAQs

- How many people attend University Fest? *We usually say around 5,000+.*
- What type of giveaway should I provide? *Pre-packaged foods, water, items students can*

*use such as pens, pencils, magnets with business information, coupons etc. Please do not give out handmade food as this is a violation of our food policy.*